

MINUTES OF A MEETING HELD IN ROOM AD-128, ADMINISTRATION BUILDING, LOYOLA CAMPUS
AT 5:15 P.M. ON MARCH 19, 1979

Present: Prof. F. W. Bedford, Chairman
Dean B. Counihan, Dr. E. Enos, Dean M. Flynn, Mr. J. A. Sproule, Mr. F. Denton, Mr. B. Philip, Ms. J. Richardson, Mr. D. Insleay, Ms. N. Cullen, Prof. R. Allison, Prof. W. Gilsdorf, Prof. A. Riding, Prof. R. Wills, Prof. J. Macaluso, Mr. M. Eson, Mr. M. D'Ganigian, Ms. A. Grant, Mr. A. Lajoie, Mr. W. Muloin, Ms. H. Obermeir, Mr. P. Sauer, Mr. J. Lacombe, Mr. S. Lawee, Mr. C. A. Duff, Mrs. N. Cooper, Secretary.

Alternate: Father R. Nagy for Father R. Gaudet, S. J.

Absent: Mr. O. El-Awadi, Mr. A. Manessy, Mr. A. Arsenault, Ms. M. Eberlin, Mr. M. Wiemann, Mr. R. Sharma.

Chairman's Remarks

- 1.0 Two-thirds of the total number of voting members being present, the Chairman declared a quorum and called the meeting to order at 5:20 p.m. On behalf of the Council he thanked Prof. Macaluso, Chairman of the Priorities and Budget Committee for the work he and his Committee had done in connection with the budget as well as the subject of priorities.

Approval of Minutes of meeting held on February 19, 1979

- 2.0 Prof. Gilsdorf pointed out that a motion had been omitted from the Minutes. After a review of the first draft of the Minutes it became apparent that this was indeed true and the following should be inserted on page 6, item 8(c) between the words "MOTION CARRIED" and the last paragraph of the item, which reads "Mr. Macaluso pointed out that the editing would have to be done by the Directors, who then agreed to have the documents available for the March meeting."

"It was MOVED by Prof. Gilsdorf, SECONDED by Mr. Muloin

THAT the Priorities and Budget Committee supply Council with copies of the weighted priorities from the Directorate, suitably edited to protect individual names, this to be available at the March meeting.

MOTION CARRIED"

On MOTION of Mr. Counihan, which was duly SECONDED, the Minutes of the meeting held on February 19, 1979 were ADOPTED subject to correction, with two abstentions.

Report of Area Directors

- 3.0 Dean Flynn reported that the Campus Ministry had met to discuss the Budget and Priorities submission and is prepared to respond on April 2. The Ethnic Multi-Cultural Clubs on the downtown campus have also met and will have a submission on the same date.

3.1 Dr. Enos reported that Concordia had hosted the Championships in Ice Hockey during the past week, receiving excellent coverage by the CBC National Network in both French and English as well as newspaper coverage.

3.2 Dean Counihan and Mr. Sproule circulated written reports to Council.

Sous-comité vie étudiante (SCVE)

4.0 No Report.

Report of Steering Committee

5.0 a) Prof. Bedford reported that it was the recommendation of Steering Committee that the two faculty representatives on CCSL, Prof. J. Macaluso of Sir George Williams and Prof. R. Allison of Loyola, be asked to serve another term, which they are willing to do. It was MOVED by Dean Counihan, SECONDED by Mr. Muloin

"THAT the following recommendation be made to Senate -

THAT the two incumbents, Profs. Allison and Macaluso be asked to serve another term on CCSL."

MOTION CARRIED.

5.1 b) Chairperson for 1979/80 session of Council

Prof. Bedford reported that although this task has not been completed, it was hoped that a recommendation would be forthcoming at the next meeting of Council. Several names have been suggested and Prof. Bedford has scheduled a meeting with Vice Rector Breen in view of the fact that Student Services will be under his jurisdiction in 1980/81. He will report back to Steering Committee who will, in turn, report to Council. He requested that any suggestions from the community at large be submitted to the secretary at an early date in order that they may be considered by the nominating committee.

5.2 c) Emergency Loan Fund

The Chairman reported that the Financial Aid Officers were present at the Steering Committee meeting when this subject was discussed. He then distributed copies of a resolution which was amended by Dean Flynn.

It was MOVED by Ms. Richardson, SECONDED by Prof. Macaluso that

"WHEREAS it is deemed advisable to establish a Concordia-wide Emergency Loan Fund in the amount of \$20,000, this amount to be divided between the Sir George Williams Campus and the Loyola Campus on a 60/40 basis for the coming academic year, and

WHEREAS the Board of Governors, at the request of its Chairman, has agreed to support this fund in the amount of \$10,000; and

WHEREAS additional monies will have to be sought within the University community to augment the initial funding

BE IT THEREFORE RESOLVED THAT the additional \$10,000 be raised by the Concordia Council on Student Life through a method to be determined by Council.

BE IT ALSO RESOLVED THAT the administration of the Emergency Loan Fund be handled through the University at the discretion of the Financial Aid Officers on the two campuses with the following guidelines -

- i) that students will receive a maximum loan of \$150 at one time.
- ii) that the time for repayment will be stipulated by the Financial Aid Officers.
- iii) that default on loans will result in immediate referral to the Accounts Office of the University.
- iv) that a report on the status of the fund be submitted to the Concordia Council on Student Life each year."

MOTION CARRIED

Report of the Priorities and Budget Committee

6.0 Prof. Macaluso reported that he had sent copies of the Vice Rector's proposed student services budget for 1979/80 to all members of Council as requested. In addition, two documents entitled "OBSERVATIONS - Student Services Proposed Budget, 1979/80" and "Student Services Personnel Information" had been sent. All this information, he cautioned, was to be treated as confidential. He thanked the secretary for assistance given to the Priorities and Budget Committee. He reported that at a future date the Committee would recommend a standard format for budget presentation, specifically with regard to line budget code numbers. The Chairman of the Committee expressed concern about the lack of consistent student representation on the Budget and Priorities Committee.

He reported that the Committee has met with each of the directors in turn who have supplied analyses and detailed budget information. He amplified on the information contained in the document entitled "Observations". He stated if there were any questions concerning cost analysis of any specific program or service the committee would attempt to answer them. In any case the Area Directors were present to answer questions. Mr. Macaluso pointed out that neither a time and motion study nor an internal audit had been done and it should be remembered that most full time student services personnel are involved in several tasks with varied responsibilities. It is very difficult to assign budget figures for this. He also noted that not all full time personnel in student services are paid exclusively by student services, i.e. parts of salaries are paid by other areas of the University for work done outside student services. Travel and Development is handled and controlled differently in each area. This item includes Conferences, Travel and Promotion.

In the proposed budget student services fees are unchanged. Realistically he stated, with rising costs, it would be difficult to maintain this in the future. He emphasized the importance of setting priorities at the April meeting; the level of services and programs offered should be studied item by item. Mr. Macaluso drew to the attention of Council a document which was submitted to CCSL at a meeting held on March 15, 1977 in which general budget recommendations were made by the Finance Committee. An attempt is being made to supply a cost analysis by program. In his opinion an internal audit or time and motion study would be costly and time-consuming. He pointed out that student services had been generally following

an attrition policy as well as moving to part-time help rather than filling vacancies with full time personnel. Every effort has been made to cut back expenses in every area.

6.1 Mr. Macaluso then MOVED, SECONDED by Mr. Eson

"THAT the Student Services Budget for 1979/80 as distributed to Council be APPROVED."

6.2 In reply to a question from Prof. Gilsdorf concerning reductions in staff, each of the Area Directors reported specifically on how the attrition policy had been handled in his department.

6.3 Prof. Gilsdorf pointed out that Travel and Development accounted for nearly half as much as all other non-salaried items.

6.4 In reply to a question from Mr. Muloin regarding part-time professional help in the Dean of Students Office, Sir George Williams Campus, Dean Flynn stated that one position related to help for handicapped students and the other was in Financial Aid. Part-time personnel allows for flexibility and is involved with total reorganization of the department.

With regard to staffing Mr. Duff pointed out that while 8% had been budgeted for salary increases, the overall budget increase is only 3% compared to last year.

6.5 Regarding attrition Mr. Sproule stated that it had been agreed among the Directors that whenever a vacancy occurred it would be discussed and agreement reached within the STUSA group relative to replacement of staff.

6.7 Prof. Gilsdorf asked the Directors for program cost analyses.

6.8 Dean Counihan reported a breakdown under the Dean of Students, Loyola, as follows:

Program Development	21%
Administration	17%
Information Services	7%
Student Advising and Counselling	3%
International Student Program	9%
Financial Aid	21%
Animation Culturelle	19%

6.9 Dean Flynn stated that without a time and motion study he would be uncomfortable assigning percentage figures for program costs.

6.10 Dr. Enos stated that in developing the following percentages consideration had been given to operational costs, full time staff salaries, part time regular staff honoraria, part time student help and office supplies. He pointed out that all full time staff members have an intramural function.

Management	20%
Intercollegiate	39%
Intramural	41%

The Director of Athletics referred to the fact that, while McGill's budget is double that of Concordia, he feels that the Athletic program at Concordia is superior in terms of quality and quantity of services.

Mr. Macaluso stated that the intercollegiate program offers fourteen sports. The number of participating students started at 590 and finished at 285. The cost of the program is approximately \$210,000. The intramural program on the Sir George Williams Campus has twenty activities, with a similar number at Loyola. 1500 students are involved at Sir George costing \$99,000 while 1200 participate on a regular basis at Loyola at a cost of \$117,000.

He then gave a breakdown of the intercollegiate program as follows:

	<u>No. Participating</u>	<u>Cost</u>
Men's Soccer	25	\$13,950
Golf	6	1,004
Cross Country	12	1,003
Men's Judo	15	1,400
Badminton	18	1,400
Women's Field Hockey	15	1,450
Rugby	20	1,516
Women's Volleyball	11	10,610
Men's Football	50	38,155
Women's Basketball	15	26,576
Women's Hockey	20	16,995
J.V. Hockey	20	7,500
Ski Team	12	6,400
Wrestling	6	2,400
Men's Basketball	15	33,620
Men's Hockey	25	46,050

These costs include equipment as well as an approximation in terms of salaries, portions of salaries, etc.

6.11 Mr. Sproule stated that Guidance has an integrated budget for the two campuses and gave the following figures -

Administration	\$73,597	15.4%
Counselling Service	227,005	47.5%
Reading Training	56,870	11.9%
Information Centre	91,757	19.2%
Placement	<u>28,674</u>	<u>6.0%</u>
	\$477,903	100.0%
Job Search	\$1,536	\$23.30 per person
Career Planning Workshop	1,024	\$18.30 per student
Assertiveness Training Program	1,104	\$55. per person

- 6.12 Prof. Wills reminded Council that the Budget Committee is charged with overseeing the compilation of the budget and the questions at the meeting are subjects one would expect the Budget Committee to address. If any problems arise the Committee should bring them to the attention of Council. He suggested that in further submissions this information if required be attached as an addendum to the budget.
- 6.13 Mr. Lajoie stated that too often he felt the Priorities and Budget Committee was lacking information. He pointed out that the 1979/80 budget is very similar to that of the previous year. He questioned the use of the \$25,000 contingency fund and he felt that it was important for Council to receive some kind of financial accounting at intervals during the year. He believed it important that information sent to Priorities and Budget should be standardized. Priorities must carry some weight in the preparation of future budgets.
- 6.14 Mr. Duff reiterated that any person wishing to have more information should be free to attend Committee meetings.
- 6.15 Prof. Allison MOVED to call the question.
- MOTION CARRIED
- 6.16 The Chairman then called the question contained in 6.1.
- MOTION CARRIED
- 6.17 Dean Flynn expressed appreciation on behalf of Council to Prof. Macaluso and his Committee for the work they have done this year.

Other Business

- 7.0 The Chairman reported that on behalf of Council he had appointed Prof. A. Riding a member of the Awards Committee.
- 7.1 On MOTION of Mr. Sproule which was duly SECONDED it was RESOLVED
- "THAT the matter of raising \$10,000 for the Emergency Loan Fund be TABLED."
- 7.2 On MOTION of Mr. Lajoie, SECONDED by Mr. Sproule it was RESOLVED
- "THAT any monies approved in the budget for salaries but not spent thereon be redistributed by the Priorities and Budget Committee."
- In this connection Dean Flynn suggested that the final figures relating to budget performance year by year be studied.
- 7.3 Mr. Macaluso asked that quarterly reports relating to the level of expenditure be submitted.

Date and Place of Next Meeting

- 8.0 Because of the upcoming exam period it was decided by consensus to hold the April meeting on the Sir George Williams Campus on April 2, 1979.

The Meeting adjourned at 7 p.m.